

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF DECEMBER 10 – 14, 2012

MONDAY, DECEMBER 10, 2012

*10:00 a.m.	Transportation Coordinating Committee	GB Metro Transportation Ctr. 901 University Avenue
*4:30 p.m.	Neville Public Museum Governing Board	Third Floor Board Room 210 Museum Place
*5:30 p.m.	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, DECEMBER 11, 2012

*4:00 p.m.	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
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WEDNESDAY, DECEMBER 12, 2012

(No Meetings)

THURSDAY, DECEMBER 13, 2012

*8:30 a.m.	Aging & Disability Resource Center Board of Directors	ADRC 300 S. Adams Street
*5:15 p.m.	Human Services Board	Group Activity Room, CTC 3150 Gershwin Drive

FRIDAY, DECEMBER 14, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 10, 2012

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Sandy Popp	_____
Brandon Cooper	_____	Cole Runge	_____
Pat Finder-Stone	_____	Mary Schlautman	_____
Chris Hasselbacher	_____	Julie Tetzlaff	_____
Kathy Hillary	_____	Derek Weyer	_____
George Jackson	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Patty Kiewiz	_____	Vacant – BC Exec.	_____
Byia Martin	_____	Vacant – BC Board	_____
Barbara Natelle	_____	Vacant – BC Human Svcs	_____

ORDER OF BUSINESS

1. Approval of the September 10, 2012, Transportation Coordinating Committee meeting minutes.
2. Review and approval of Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2013.
3. Discussion concerning the termination of LogistiCare's contract with the Wisconsin Department of Health Services.
4. Discussion concerning Green Bay Metro's fares.
5. Round robin discussion about paratransit service.
6. Other matters.
7. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON THE FRIDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

December 10, 2012

4:30 p.m.

Neville Public Museum
Third Floor Board Room

- I. Call meeting to order
- II. Approve/modify agenda
- III. Approve minutes from last Governing Board meeting, October 8, 2012
- IV. Recommendations for filling open seats/appointments to Governing Board
- V. Report on upcoming Budget Adjustment Request, for Brown County Board of Supervisors' meeting, December 19th
- VI. Update and discussion regarding deferral of a joint meeting between members of the Governing Board and Foundation Board
- VII. Director's report
- VIII. Such other matters as authorized by law
- IX. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Wetzel, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, December 10, 2012

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 29, 2012.

Communications

1. Communication from Supervisor Dantine re: To change the Land Conservation Subcommittee to a Committee. *Referred from October County Board.*
2. Communication from Supervisor Vander Leest re: Request lower cost alternatives to bring greater access to Brown County citizens of County government meetings. *Referred from October 29th Executive Committee meeting and October County Board.*
3. Communication from Supervisor Vander Leest re: Request to pass a resolution to the WI Legislature and Governor Walker requesting additional State funding for Assistant District Attorney Positions. This resolution would be sent to other Wisconsin Counties. *Referred from October County Board.*
4. Communication from Supervisor Williams re: To change the starting time of the County Board meeting from the current 7 p.m. to 6 p.m. hereafter. *Referred from October County Board.*
5. Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee. *Referred from October County Board.*
6. Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013. *Referred from October County Board.*
7. Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does. *Referred from October County Board.*
8. Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) A policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Referred from October County Board.*
9. Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc. *Referred from October County Board.*
10. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discuss pertinent to the subject matter". *Referred from October 8th Executive Committee meeting.*
11. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from October 8th Executive Committee meeting.*

Legal Bills

12. Review and Possible Action on Legal Bills to be paid.

Referred from October 8, 2012 Executive Committee Meeting

13. Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the Sheriff/Communication Center Director with the 24/7 operations.*

Reports

14. **County Executive Report.**
15. **Internal Auditor Report.**
 - a) Budget Status Financial Report for October, 2012.
 - b) 2013 Audit Plan.
16. **Energy Oversight Committee.**
 - a) Request for Proposals (RFP) Energy Consulting Services Project 1628.

Vacant Budgeted Positions (Request to Fill)

17. District Attorney – Clerk/Typist I, Vacated on 11/21/12
18. Human Services/CTC – Clinical Social Worker/Pro Counselor/Case Manager, Vacated on 11/25/12.
19. Human Services/CTC – Medical Transcriptionist, Vacated on 10/06/11.
20. Human Services – Accountant Supervisor, Vacated on 11/27/12.
21. Information Services – IS Client Support Specialist, Vacated on 11/11/12.
22. Public Works/Facility Management – Housekeeper I, Vacated on 11/05/12.

Resolutions, Ordinances

23. Resolution re: Change in Table of Organization Land and Water Conservation Technician LTE.
24. Ordinance to Amend Sections 2.05(15) and 3.12 of the Brown County Code Entitled, Respectively, as “Committees of the County Board” and “Grant Application Approval”.

Closed Sessions

25. Discussion and Possible Action re: Contract Negotiations.
 - a) Closed Session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
26. Discussion and Possible Action re: an Offer to Purchase from Cardinal Capital Management, Inc., and/or its Assigns, approximately eight acres of Brown County owned land (part of a larger parcel known as Parcel # 21-283 and #21-282).
 - a) Closed Session pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Other

27. Such other matters as authorized by law.
28. Adjourn

Tom Lund, Chair

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, December 11, 2012 – 4:00PM
Syble Hopp School

1. Call to Order - 4:00 p.m. – K Gustman
2. Action Item: Approval of October 23, 2012 Board Minutes
3. Action Item: Approval of Agenda
4. Action Item: Financial Report
5. Action Item: Donations
6. Action Item: Administrators Report
7. Action Item: Payment of Bills
8. Action Item: Parent Organization
9. Action Item: Review Policy #2.01 Legal Base: #2.02 Board Officers.
10. Action Item: Review Policy #3.01 Certified Personnel; #3.02 Classified Personnel
11. Action Item: Review Policy #3.05 Resignation
12. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss personnel and negotiations.
13. Action Item: Staff Request
14. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday December 10, 2012 so arrangements can be made."

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

Thursday, December 13, 2012 at 8:30 a.m.

300 S. Adams Street, Green Bay, WI 54301

Holiday Meeting: See Attached Flyer-Stay for Appreciation Breakfast immediately following the meeting- Don't Eat Breakfast

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Adoption of Agenda		Yes
3. Approval of the minutes of regular meeting, October 25 th , 2012	Yes	Yes
4. Comments from the public		
5. Finance Report a. Review and approval of October-November Finance Report b. Review and approval of Restricted Donations	Yes	Yes
6. 85.21 Application/Plan Approval	Yes	Yes
7. Sandy Groeschel 2012 Review of Aramark/Program a. Nutrition Donation Letter –HDM, Congregate	Yes	
8. Personnel Committee Report	Yes	Yes
9. Contract Policy and Procedure	Yes	Yes
10. Board Member Recognition: Exiting Members		Yes
11. Family Care Update		
12. Directors Report a. Show Year End Video		
13. Legislative Updates		
14. Announcements		
15. Next Meeting- January 31 st , 2012		
16. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, December 13, 2012

**COMMUNITY TREATMENT CENTER, GROUP ACTIVITY ROOM
3150 GERSHWIN DR, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 11, 2012 Human Services Board Meeting.
4. Executive Director's Report.
5. Report on Child and Adolescent Behavioral Health Unit.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Approval for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.





DECEMBER 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 	3	4	5 Public Safety 5:30 pm	6 Admin 5:00pm Ed & Rec 5:30pm	7	8
9 	10 Executive Cmte 5:30 pm	11	12	13	14	15
16	17	18 Vets Recognition Subcommittee 5:00 pm	19 Board of Supervisors 7:00 pm	20 Facility Master Plan SubCommitte 5:00 pm	21	22
23 	24 Land Con/PD&T Cancelled County Board Office CLOSED	25 CHRISTMAS  County Board Office CLOSED	26 Human Svc 6:00 pm Cancelled	27 Admin 5:00 pm Tentative	28	29
30	31 County Board Office CLOSED					

JANUARY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 County Board Office Closed	2 Public Safety 5:30 pm	3 Ed & Rec 5:30 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15	16 Board of Supervisors 7:00 pm	17 Facility Master Plan SubCommitte 5:00 pm	18	19
20	21	22 Vets Recognition Subcommittee 5:00 pm	23 Human Svc 6:00 pm	24 Admin 5:00 pm	24	26
27	28 Land Con 6 pm Plan Dev & Trans 6:30 pm	29 Crim. Justice Coord. Board 3:30 pm	30	31		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Personnel and Policy Committee (November 30, 2012)
- Housing Authority (November 19, 2012)
- Housing Authority – Special Meeting (November 30, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY PERSONNEL & POLICY COMMITTEE MEETING**

November 30, 2012

PRESENT: Keith Pamperin, Pat Finder-Stone, Libbie Miller, Lisa Van Donsel, Tom Diedrick

EXCUSED:

ALSO PRESENT: Devon Christianson, Arlene Westphal

PLEDGE OF ALLEGIANCE.

The meeting was called to order by Chairperson Diedrick at 9:01 a.m.

ADOPTION OF AGENDA: Ms. Finder-Stone moved and Ms. Miller seconded to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 25, 2012.

Ms. Van Donsel moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 25, 2012. **MOTION CARRIED.**

CLOSED SESSION: Ms. Miller moved and Ms. Finder-Stone seconded to go into closed session pursuant to 19.85 (1) of Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluation of Aging & Disability Resource Center of Brown County Director: **MOTION CARRIED.**

RETURN TO OPEN SESSION: Ms. Miller moved and Ms. Finder-Stone seconded to return to open session. **MOTION CARRIED.** Mr. Diedrick noted that the committee had reviewed the director's self-evaluation and they would be adding their summarized comments to the evaluation in a letter. They agreed to carry out the agreement, upon the Director's hire, to increase the annual salary by \$5,000 now that there has been successful completion of the performance measures. This summary and the self-evaluation will be placed in Ms. Christianson's File.

ADJOURN: Ms. Van Donsel moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 19, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301



MEMBERS PRESENT: Tom Diedrick–Chair, Rich Aicher–Vice-Chair, Darlene Hallet, Ann Hartman, Sup. Andy Nicholson

MEMBERS ABSENT: None

OTHERS PRESENT: Robyn Hallet, DonElla Payne, Mackenzie Reed, Matt Roberts, Rob Strong, Matt Schampers, Dawn DeWitt, John Masucci, Randy Gast, Jon Syndergaard, John VanDyck, Dan Robinson

APPROVAL OF MINUTES:

1. Approval of the October 1, 2012, minutes of the Brown County Housing Authority

A motion was made by D. Hallet and seconded by A. Hartman to approve the October 1, 2012 minutes of the Brown County Housing Authority. Motion carried.

T. Diedrick asked the commissioners to move Agenda Item #4 immediately after Agenda Item #2 as a guest is present to speak to Item #4 and is on a time-sensitive schedule.

A motion was made by R. Aicher and seconded by A. Nicholson to approve the agenda change. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated September 28, 2012, regarding FY2012 FSS Coordinator funding award

R. Hallet reported that HUD had awarded the three FSS Coordinator positions that were applied for, and she recognized ICS for its effort in this.

4. Discussion and possible action regarding request from a BCHA downpayment loan recipient for forgiveness of loan

R. Hallet introduced J. Masucci and explained his history with the BCHA and his involvement with the homeownership program. J. Masucci purchased a home with the assistance of the HCV Homeownership Program in April 2008. He was given a loan by the BCHA for \$20,000 to help with the downpayment and closing costs. J. Masucci and his wife are looking to sell the home and, because of several home improvements they have made and personal investment into the home, are concerned about not having the equity necessary to repay the loan.

J. Masucci then spoke for himself explaining his situation. He went over some of the improvements that he and his wife made to the house. The HQS inspection demonstrated that there were various improvements that J. Masucci and his wife would have to make by a certain time, and they made said improvements themselves. Due to the deterioration of his and his wife's health, their doctor recommended that a residence in a dryer climate would be more suitable, and thus they are trying to sell the home and relocate. He referenced the letter that he sent to the BCHA that noted some of the improvements including completely redoing the basement and replacing the garage. Their realtor, Coldwell Banker, told him that the home would sell quickly. J. Masucci went over the various listings, appraisals, and tax appraisals that were given to the home. Due to the real estate market, he does not believe that the listing price or market price is appropriate to the assessed value. He then stated that since the home was listed in February, there have been no showings of the house. He elaborated on their financial situation to describe the frugality with which they live. Because of all of the improvements that he and his wife have made on the house, they are now in debt.

J. Masucci mentioned the possibility of NeighborWorks promoting his house for sale to other clients. He then explained that he is looking for any workable idea, and while he has been told that he could sell the home for \$100,000, he owes more than that and would then have to pay someone to sell the house. Again, referencing the state of the market, the type of property that is in question would be more attractive if foreclosed upon and went to short sale. J. Masucci reported that he has no intention of letting the home go to foreclosure and is trying to figure out a workable situation. He reinforced his gratitude and appreciation of the loan and the opportunity given from the HCV Homeownership program and expressed appreciation to the Authority for taking time to hear him.

R. Hallet added that she and J. Masucci had met with Noel Halvorson from NeighborWorks to discuss the situation. One option that came from the discussion was the possibility of the future homebuyer assuming the BCHA mortgage.

D. Hallet noted that it was interesting that a lender would give a loan with so much work that needed to be done on the home. J. Masucci responded that he had been given a list of items that needed to be completed and that he had participated in ICS's maintenance education program. R. Hallet interjected that the items that are being referred to were deficiencies cited in the HQS inspection; ICS inspected the home prior to the purchase and recognized that there were some items that would require substantial time and effort to repair. Therefore, the property passed the inspection contingent upon the deficiencies being corrected by the established deadline. D. Hallet inquired about the cost of the repairs factoring into the loan, which R. Hallet stated she did not recall.

R. Aicher asked J. Masucci if selling the home for about \$100,000 would allow him to break even. J. Masucci responded that his contract with his realtor ends in December, and there may be a better chance of selling the home after that. He stated that \$100,000 would not be a fair price. T. Diedrick added that selling the home for \$115,000 would be more realistic and allow for J. Masucci to break even. R. Aicher stated that an offer at or above \$115,000 would allow him to repay WHEDA and the BCHA. Any offer under \$115,000 would put J. Masucci in a short sale/foreclosure situation. R. Aicher added that until there are hard numbers and an offer on the house, the Authority cannot really make any determinations about the situation. He asked R. Hallet about the possibility that she and N. Halvorson had discussed and what the requirements would be. She responded that to assume the loan, the new homebuyer would have to meet the same qualifications as the Masucci family did. There is also the possibility of transferring the mortgage over to someone else using unrestricted funds rather than restricted funds, so there wouldn't necessarily be the same requirements. It would be the Authority's decision if this is how they wished to use their unrestricted funds.

A. Nicholson asked who initially approved the loan in question, and R. Hallet responded that there were a variety of people involved including NeighborWorks, ICS, the lender, and WHEDA. A. Nicholson asked if J. Masucci had paid off any of the BCHA; R. Hallet noted that it was a deferred loan that is to be paid after the home sells. J. Masucci added that the purpose of his contacts with the BCHA is to be proactive and give insight into the situation so that they are not blindsided down the road when the home eventually sells.

A. Nicholson asked R. Hallet how often this type of thing happens. R. Hallet responded that this is the first time since she has been Housing Administrator, adding that there have been several cases in which properties with BCHA loans were foreclosed upon. This is the first time that someone has been proactively trying to avoid that scenario. R. Aicher added that the foreclosure situation happens a few times a year. J. Masucci stated that he and his wife are not interested in foreclosure and are thus trying to be proactive about the situation and anticipating the sale. A. Nicholson inquired to J. Masucci about the extent of improvements that were made on the home. J. Masucci responded that they have done no glamorizing of the home and that any cosmetic improvements were not done solely for the sake of aesthetics but also functionality.

T. Diedrick expressed the Authority's appreciation for J. Masucci's proactive behavior, and that while no action would be taken today, the BCHA is willing to work with him in the future. He

encouraged J. Masucci to reexamine the price and aim to get out of the home. J. Masucci again thanked the Authority for hearing his case.

A motion was made by D. Hallet and seconded by A. Hartman to return to the regular agenda order. Motion carried.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

D. Payne reported that there were 93 preliminary applications for October 2012.

B. Unit Count

D. Payne reported that the unit count for October 2012 was 2,932 units.

C. Housing Assistance Payments Expenses

D. Payne stated that the HAP expense for October 2012 was \$1,180,386.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that there were 337 inspections for October 2012. He reported that 51.04% passed their first inspection, 24.63% passed their reevaluation inspection, and 24.33% failed their inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

D. DeWitt reported that the ICS administrative costs were underspent by the amount of \$162,227, and the FSS program is underspent by \$13,805. D. Payne stated that there were 232 port-outs and 16 port-ins for October 2012. She reported that HAP utilization percent is at 96.54%.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

D. Payne reported that there were 94 FSS clients with 32 escrow accounts, one FSS graduate for October and two more in line for November, six new FSS contracts, and 79 homeowners in October 2012.

G. VASH Reports (active VASH, new VASH)

D. Payne reported that there were 18 VASH vouchers, one of which was new for October 2012.

A. Nicholson asked M. Roberts for specific reasons why the inspections failed. M. Roberts responded that they fail for any number of reasons, all of which are stated in the individual reports. A. Nicholson requested a report in the future summarizing deficiencies for failed inspections, with a notation regarding frequently reoccurring items. M. Roberts agreed and also noted that the most common item is smoke detectors. A. Hartman stated that once the item has been fixed, they pass the next inspection. M. Roberts responded that the report shows all inspections, and some inspections may be included twice.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne reported that there were four new investigations, five closed investigations, five active investigations, 101 new applications, 3 of which were denied. The 3 denied applications had previously been denied by ICS but were forwarded to Langan for further documentation for the denial.

A. Nicholson asked D. Payne why the three had been denied. She responded that they were ineligible for various reasons but did not have the specifics for these three. She agreed to bring that information to future meetings.

OLD BUSINESS:

5. Discussion and action on adjusted Voucher Payment Standards for 2013

D. Payne reported that HUD's final Fair Market Rents for the three-bedroom size only changed slightly from the proposed FMR, which was used to establish the 2013 Payment Standards approved at the October meeting. The three-bedroom Payment Standard was previously approved at \$966 for inside the City of Green Bay and \$995 for outside of the City; in keeping with the 100% for inside the City and 103% for outside the City, the revised three-bedroom Payment Standards would thus be \$978 and \$1,007 respectively.

A motion was made by A. Nicholson and seconded by R. Aicher to approve the revised Voucher Payment Standards for 2013. Motion carried.

NEW BUSINESS:

6. Review and approval of revisions to Chapter 4 (Application, Waiting List, and Tenant Selection) and Chapter 17 (Project-Based Vouchers) of the Housing Choice Voucher Administrative Plan

D. Payne said there are a couple of places in the Administrative Plan that state when the waiting list is closed or reopened or when an RFP is published, it will be advertised in the Green Bay Press-Gazette and in El Hispano. El Hispano has never been used, and she recommends it is removed from the Administrative Plan. R. Hallet added that El Hispano does not focus on local events; rather its focus is to inform the local Hispanic community of current events in other Hispanic countries and thus is not an appropriate or necessary newspaper to use for this purpose.

A motion was made by D. Hallet and seconded by A. Hartman to eliminate El Hispano from Chapters 4 and 17 in the Administrative Plan. Motion carried.

7. Discussion and possible action regarding BCHA organizational plan and RFP for HCV Program

R. Hallet stated that while looking at a long-term solution with ICS, a reoccurring request from the Brown County Supervisors is that the BCHA conduct an RFP. She added that staff is in the process of modifying the language from the previously-used RFP. She then pointed to the timeline that would need to be followed and deadlines for each step in the RFP process. If a long-term extension is not reached with ICS by the January meeting, they would request to go forth with the RFP with responses due back February 15, 2013.

T. Diedrick noted that while both the BCHA and ICS are hopeful that a long-term agreement will be reached, it is important to be ready to conduct an RFP per the request of the Board if a long-term agreement with ICS fails to be met.

R. Gast added that he spoke with Attorney John Heugel, and a road map had been started with how to move forward together toward a longer-term contract. They are hopeful that an agreement can be met and referenced a three-page memo that had been shared with BCHA staff. R. Hallet stated that the Authority had not yet seen the document that is being referred to because staff had received the document that morning and had not yet had a chance to disperse it to the Authority.

D. Robinson asked the Authority for clarification that if a long-term agreement is reached with ICS, an RFP would not be conducted. He stated that it was implied that the Board would appreciate conducting the RFP process regardless of whether or not an agreement is reached with ICS.

A. Nicholson asked if agencies other than ICS would have access to apply for the RFP, and T. Diedrick responded that the RFP process would be open to the public.

R. Aicher noted that there is a point of confusion as to whether or not an RFP will be conducted if an agreement is reached with ICS. That decision will have to be made in the future.

A. Nicholson asked D. Robinson what the wish of the County Board was. D. Robinson hesitantly replied, making note not to speak for the Board, that they wanted a one-year extension following an RFP.

8. Update and possible action regarding the 12-month extension to the HCV Contract with ICS

T. Diedrick stated that the subcommittee met both alone and jointly, working with R. Gast representing ICS and J. Heugel representing BCHA, to put a draft contract extension agreement together. Some changes were recommended to make the contract more generalized. The subcommittee reviewed their recommendations and put together the relatively simple draft contract. R. Aicher added that the contract in question states that the previous contract with ICS would just be extended.

A motion was made by D. Hallet and seconded by R. Aicher to approve the 2013 agreement. Motion carried.

R. Gast proposed signing the new 12-month extension contract right away because all necessary parties were present. The necessary parties then signed the extension contract with two hard copies, one for the BCHA and one for ICS.

R. Aicher asked R. Gast what the current situation is with ICS staff as that had been a major issue in the past. R. Gast responded that while morale is still low and they have lost key positions due to the uncertainty of the situation, the one-year extension and potential to extend the agreement beyond 2013 has helped to calm the anxiety.

9. Discussion and possible action regarding mileage reimbursement for commissioners

T. Diedrick stated that a number of years ago commissioners were reimbursed for mileage coming to and from meetings. R. Strong stated that he does not know how it used to occur but is thinking that it was based off a set distance that was then multiplied by 12, and a check was given at the end of the year. He does not believe that commissioners kept personal travel logs tracking their mileage. T. Diedrick asked what the rate would be. R. Hallet responded that they would use the IRS rate of \$0.555. She added that because they have not found a written policy or form, the method in which mileage is tracked needs to be determined: either a flat rate or the commissioners track their mileage every month. R. Aicher pointed out that there are occasions apart from the monthly meetings in which some commissioners incur additional mileage, such as the case of subcommittee meetings. R. Strong said that they will put a form together, and the commissioners can choose to use a flat rate or track their mileage per trip, and then disperse payments once or twice a year. He added that once the form is brought back to the Authority, an action will be taken. He also added that if any commissioners attended trainings or the national conference, that cost would be covered. The BCHA budgets to send one or two commissioners to the NAHRO national conference.

INFORMATIONAL:

10. Commissioners' Corner article

R. Hallet stated that this is an article that was published in the Journal of Housing and Community Development, a Journal of NAHRO, and she is sharing the article directed at commissioners.

BILLS:

R. Hallet reported that as requested at the previous meeting, the bill report has been modified to include a memo to add more description explaining what the bills are for. R. Aicher asked about the November correction, and M. Schampers explained that the invoices to the City get split between the BCHA, GBHA, and RDA. Some were not split appropriately and required adjustment. He also responded to the issue at the October meeting about the payment to ICS for software, stating that this was something that fell into an agreement that was made last year and was not anything new.

R. Hallet added that they are looking at purchasing a new laptop but are not yet aware of the cost. R. Strong added that it would come out of the office supplies fund and will let the Authority know when they get the information.

A motion was made by D. Hallet and seconded by A. Hartman to approve the bills. Motion carried.

FINANCIAL REPORT:

None

STAFF REPORT:**11. ICS full staff training through NAHRO**

R. Hallet reported that ICS hired NAHRO to conduct training specific to their staff, and it should be noted that ICS is taking steps to make sure that staff is being kept up-to-date. She opened it up for D. Payne to speak about what took place at the training.

D. Payne stated that much of the training included how to conduct some of the difficult calculations; for example, income that comes from a seasonal job and earned income disallowances. There was also advanced FSS training and advanced homeownership training. The training lasted three days, and it was much more effective for NAHRO to go to ICS rather than ICS sending two or three people to a conference. Those who attended had to relay all of the information that they learned to the rest of the staff. D. Payne explained that prior to the training, she put together a list of training needs and was then able to avoid the training basics that take up much of the general NAHRO conferences.

12. 2013 Meeting Schedule

The 2013 meeting schedule was provided in the agenda packets.

R. Hallet added one additional staff report. She reminded the Authority that Cardinal Capital had previously given a presentation regarding the Veterans' housing project and wanted to do Project-Based Vouchers. They are now ready to move forward. Cardinal Capital is concerned about the timing; they need to have the proposal submitted by February 1, 2013 to WHEDA. She stated that she is still determining if they could receive a waiver to the requirement to conduct an RFP, and if not, to allow for staff to proceed with an RFP without Authority approval due to the time sensitivity. She understands that no official action can be taken because the item was not on the agenda.

R. Strong stated that the difference in this situation is that usually the Authority would approve the RFP prior to it being published, but because of the time-sensitive nature of the situation, they are asking for approval to put out the RFP without first reviewing. The proposals would all come back to the Authority for final approval. A. Nicholson expressed that he would prefer to continue to use standard protocol with this and would like to approve the RFP before releasing it.

R. Hallet stated that there may be a need for a special meeting to address this issue.

A. Nicholson asked R. Hallet for the requirements for inspection levels between City codes and HQS. R. Hallet responded that a City inspector has offered to put it in writing and will email that to the Authority when she receives the information.

A motion was made by A. Nicholson and seconded by R. Aicher to adjourn. Motion carried. Meeting adjourned at 4:32 p.m.

Mmr:rah:ejns

Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of October 31, 2012

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
HAP Income	\$ 14,768,734	\$ 12,134,436	\$ 14,561,323	99%	(2,634,298)
Admin Fee Income	\$ 1,276,120	\$ 1,246,851	\$ 1,496,221	117%	(29,269)
FSS/HO Coordinator Income	\$ 135,462	\$ 112,886	\$ 135,463	100%	(22,576)
Fraud Recovery	\$ 115,000	\$ 75,020	N/A	N/A	(39,980)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 5,006	N/A	N/A	2,392
Total Revenues	\$ 16,297,930	\$ 13,574,199	\$ 16,193,008	99%	(2,723,731)
EXPENDITURES					
Program Expenditures					
HAP Payments	\$ 13,947,301	\$ 11,789,134	\$ 14,146,961	101%	2,158,167
ICS Admin	1,230,180	1,201,964	1,442,357	117%	28,216
FSS/HO Coordinator	135,462	112,886	135,463	100%	22,576
Total Program Expenditures	15,312,943	13,103,984	15,724,781	103%	2,208,959
Administrative Expenditures					
Software Upgrade	\$ 63,415	\$ 65,927		0%	(2,512)
Salaries	42,449	24,110	28,932	68%	18,339
Fringe Benefits	14,998	10,361	12,434	83%	4,637
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	6,745	8,094	105%	973
Insurance	5,576	5,309	6,371	114%	267
Other	17,737	14,999	17,999	101%	2,738
Total Administrative Expenditures	102,478	61,525	73,830	72%	40,953
Total Expenditures	\$ 15,415,421	\$ 13,165,509	\$ 15,798,611	102%	\$ 2,249,911.76
Cash Balance	\$ 1,677,379.36				

All Other
Financial Status Report
2012 Budget Year
As of October 31, 2012

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
Interest	\$ 5,992	\$ 5,425	\$ 6,510	109%	(567) 91%
Loan Repayments	\$ -		N/A	N/A	0 N/A
Revenue on Sale of Property	\$ -		N/A	N/A	0 N/A
Bond Fees & Other	\$ 6,675		-	0%	(6,675) 0%
Total Revenues	\$ 12,667	\$ 5,425	\$ 6,510	51%	(567) 43%

EXPENDITURES

Development Loan	\$ 350,000		\$ -		
HO Assistance / DPCC	\$ 30,000	\$ 5,000	6,000	20%	25,000 17%
Staff Training	\$ 6,200.00	1,138	1,366	22%	5,062 18%
Landlord Training	\$ 5,000		-	0%	5,000 0%
Other	\$ 11,299		-	0%	11,299 0%
Total Expenditures	\$ 402,499	\$ 6,138	\$ 7,366	2%	396,361 2%

Unrestricted Cash Balance	\$ 1,570,459.02
Restricted Cash Balance	\$ 456,426.67

9:36 AM
11/19/12

Brown County Housing Authority
Bill Report for Meeting

As of November 19, 2012

Type	Date	Memo	Amount
BROWN COUNTY CLERK OF COURTS			
Total BROWN COUNTY CLERK OF COURTS			
CITY OF GREEN BAY			
Bill	10/01/2012	Computer Support	-2,283.00
Bill	10/01/2012	Planning P Card Payment	-186.30
Bill	10/04/2012	Correction Novembe 2010 Salaries	-3,873.87
Bill	11/01/2012	August Salaries and Benefits	-8,922.12
Bill	11/01/2012	September Salaries and Benefits	-6,044.40
Bill	11/01/2012	Staff Training	-133.00
Bill	11/01/2012	August and September Postage Fee	-21.86
Bill	11/07/2012	Vehicle Repairs-Impala	-42.30
Bill	11/07/2012	Office Supplies and Vehicle Expenses	-446.26
Total CITY OF GREEN BAY			-21,953.11
HEUGEL			
Bill	10/04/2012	Legal Fees	-1,920.00
Bill	11/11/2012	Legal Services	-1,050.00
Total HEUGEL			-2,970.00
KUEHN PRINTING			
Bill	10/01/2012	Graphic Design for City Guide	-265.00
Total KUEHN PRINTING			-265.00
Net Solutions			
Bill	11/01/2012	Web-Based Advertising	-498.00
Total Net Solutions			-498.00
ROBYN HALLET			
Bill	10/01/2012	Robyn WAHA Conference	-121.75
Total ROBYN HALLET			-121.75
SCHENCK & ASSOCIATES			
Bill	11/01/2012	Audit for FY 2011	-825.00
Bill	11/01/2012	Audit Fee	-825.00
Total SCHENCK & ASSOCIATES			-1,650.00
WEST BEND MUTUAL INSURANCE			
Bill	11/04/2012	Insurance	-148.00
Total WEST BEND MUTUAL INSURANCE			-148.00
WISCAP			
Total WISCAP			
TOTAL			-27,605.86

**SPECIAL MEETING
MINUTES
BROWN COUNTY HOUSING AUTHORITY
Friday, November 30, 2012, 11:45 a.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301**



MEMBERS PRESENT: Tom Diedrick–Chair, Rich Aicher–Vice-Chair, Darlene Hallet, Ann Hartman

MEMBER ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, DonElla Payne, Dawn DeWitt, Phyllis Schmidt, Chuck LaMine, Dan Robinson

APPROVAL OF MINUTES:

No minutes were received prior to the special meeting.

COMMUNICATIONS:

R. Hallet reported on an email sent from Noel Halvorsen of NeighborWorks Green Bay concerning the project-based vouchers. She summarized the email in which N. Halvorsen requested that NeighborWorks be considered for the project-based vouchers. He expressed that NeighborWorks had previously approached the Housing Authority with its interest in project basing some of their units. At that time, the Housing Authority did not pursue an RFP, so NeighborWorks would like to be considered in the RFP this time. N. Halvorsen was unable to attend this meeting, but P. Schmidt is at the meeting from NeighborWorks and will be available for questions.

T. Diedrick stated that NeighborWorks is welcome to submit a response to the current RFP, or they could also take this up as a specific agenda item at a future meeting.

D. Hallet added that it appears from the email that NeighborWorks would like to add units. P. Schmidt responded that their request is to add eight units; six from February and two more they recently acquired. All eight were vacant, foreclosed properties which are rehabilitated. Two units are currently economically occupied, but NeighborWorks would like the Project-Based Vouchers to make administration of these rentals a little easier. She added that because BCHA staff is so busy, they could have those eight units added via the existing RFP rather than creating a separate RFP.

R. Hallet added that when they get to this portion of the agenda, she has a suggestion that would allow NeighborWorks or anyone else to submit a proposal. The RFP allows the Housing Authority to accept more than one proposal and does not specify an exact total number of units.

T. Diedrick added that another concern is the BCHA's commitment to Scattered Site housing rather than project-based housing. R. Strong responded that NeighborWorks could submit a proposal. BCHA expects a submission from Cardinal Capital for the veterans' housing and will review all proposals received to determine those that are worthy of project-basing units. He noted that NeighborWorks' proposal might rank lower compared to the other proposals because it is not veterans' housing, but they could at least submit their proposal for review. That would be the appropriate time to further discuss NeighborWorks' proposal.

REPORTS:

None

OLD BUSINESS:

1. Review and approval of revisions to Chapter 17 (Project-Based Vouchers) of the Housing Choice Voucher Administrative Plan

R. Hallet stated that changes to Chapter 17 of the Administrative Plan were approved at the last meeting, but there are some additional adjustments recommended that change the timeframe to advertise the RFP. The staff felt that the timeframe in the existing language was unnecessary.

R. Strong added that they are not aware of any federal requirements, but they do have to establish a local policy. The process that has been set in place seems burdensome, so the proposed revised process is one publication with a minimum of seven days before receiving proposals and evaluating them. Changing this would allow quicker turnaround for the project.

R. Aicher asked if there was any concern regarding the 2006 NanMcKay copyright. R. Hallet responded that the BCHA purchased the NanMcKay model administrative plan which they use as the baseline for the BCHA Administrative Plan and allows for modifications and customizations.

A motion was made by D. Hallet and seconded by R. Aicher to approve the changes to Chapter 17 of the Administrative Plan. Motion carried.

2. Discussion and possible action regarding BCHA RFP to project base approximately 50 vouchers for veteran housing

R. Hallet noted that the hardcopy in the meeting packet has been revised a bit from the version that was emailed out. She then went on to summarize the RFP. The first paragraph describes what the intention is – that the BCHA is requesting an RFP for project-based vouchers that include housing and services for families that include a U.S. military veteran. The ranking in this process would be such that entities that do not necessarily serve as veterans could still apply but would receive a lower ranking.

The next part in the RFP is a description of the Project-Based Voucher Program that states that they will accept proposals for both existing housing and new construction. The bullet points indicate the types of housing that are not eligible for Project-Based Vouchers. Generally, Project-Based Vouchers cannot exceed 25% of total units in the building; however, there is an exception for projects for elderly and disabled populations and for those that provide supportive services. The site must meet the goal of de-concentration and must not be involved with any discriminatory practices and must also have accessibility features. HQS will be taken into consideration along with regulations for site and neighborhood standards.

The RFP also addresses how new construction must comply with HQS. The BCHA will enter into a HAP contract with the owners that are selected. The owner is responsible for screening and selection of tenants. The income eligibility percentage has been changed from the version emailed earlier. Instead of 75% of families approved for tenancy meeting income limits of 30% of the median income, now all families must meet 50% of the median income limit. R. Strong added that it should read “at or below 50% median income”; this was noted and changed. R. Hallet added that the RFP states that the utility allowances were attached as an exhibit. She realizes there is not an attachment but will add one that will be labeled Exhibit E.

R. Aicher asked R. Hallet about the three bullet points referring to the rent to owner and inquired if the 110% of fair market rent was accurate. R. Hallet responded that it was, explaining that the subsidy standards for Project-Based Vouchers are a little different from regular vouchers' payment standards; Project-Based Vouchers are strictly 110% of the current fair market rent.

R. Hallet went on to explain that the application review panel indicates that the executive director will appoint a review panel. The application review section discusses how the BCHA will review the applications and what some of the criteria will include.

The bullet points on Pages 3 and 4 indicate requirements that need to be included in the proposals. The suggestion she had mentioned earlier would be to eliminate the last bullet point that currently states that the units must house and provide services for veterans and instead use that criteria only as a ranking criteria, which would allow entities who do not necessarily serve veterans to still submit a proposal and meet eligibility requirements. She is proposing to remove the bullet point entirely and only keep that in the ranking criteria. R. Strong added that if this is kept in, the NeighborWorks proposal would not be eligible. T. Diedrick added that if other projects are being taken on, they might be pressing the Scattered Site issue. R. Hallet responded that this could address Scattered Site but doesn't have to; it is neutral. D. Payne asked how removing the bullet point would impact the 25% cap. R. Hallet re-read the section at the top of Page 2,

indicating that the 25% cap does not include housing for elderly or disabled families, housing providing supportive services, or single family homes, which is defined as one to four units.

R. Strong added that there are references throughout the document explaining that this proposal targets veterans' housing. Removing this bullet point adds more flexibility and does not automatically disqualify an entity that does not necessarily house or service veterans. T. Diedrick added that it would give the BCHA and the commission the opportunity to look at other options and possibilities as well.

R. Hallet then continued to overview the RFP. The review and ranking criteria are laid out, and the BCHA may choose to select more than one proposal or may reject all proposals. There is also legal language that needed to be included but is non-specific to this particular type of proposal. The RFP then goes into the submission deadlines, format, addresses non-responsive and non-compliant applications, and application content.

R. Hallet then summarized the attached exhibits. Exhibit A includes the project-based subsidy standards. It was noted that the exhibit still said 2009 but this would be updated to 2012. Exhibit B is the public notice that the BCHA would publish. Exhibit C is the selection criteria for existing units to ensure that existing units meet all of the stated criteria. Exhibit D is the selection criteria which include accessibility for disabled individuals, onsite services, financial capacity of the applicant, eligibility of residents, management experience, general living quality, and condition of the property.

The last page is the schedule which indicates the publication, review, and selection dates for proposals.

C. LaMine expressed appreciation to the staff and the Housing Authority for their work in reviewing and bringing this forward. He added that they have had good progress working with Cardinal Capital. He anticipates approval of the offer purchase by December 19.

A motion was made by D. Hallet and seconded by A. Hartman to approve the RFP as amended. Motion carried.

NEW BUSINESS:

None

INFORMATIONAL:

None

BILLS:

None

FINANCIAL REPORT:

None

STAFF REPORT:

None

A motion was made by D. Hallet and seconded by R. Aicher to adjourn. Motion carried. Meeting adjourned at 12:16 p.m.

mnr:rah:ejns